

5-7268

COPY

June 17, 1954

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Organization and Functions, Office of Personnel

STAT

1. The proposed changes in the organization and administration of the Career Service Program, which have been sent to you by the Chairman of the CIA Career Service Board, make necessary a slight change in [redacted] which describes the organization and functions of the Office of Personnel. I have discussed this matter with the Deputy Director and with the CIA Career Service Board. It is the consensus that the following change which I propose to you is appropriate.

2. It is recommended that paragraph 2f(7) of [redacted] be changed

STAT

From: "(7) Staff assistance to Agency officials in the administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board."

To: "(7) Administering and monitoring the Agency Career Service Program. Developing and recommending the establishment of policies and procedures for the management of Career Boards and, through review of their activities, periodically advising the Director as to the effectiveness and accomplishments of the program."

(signed)

Harrison G. Reynolds  
Assistant Director for Personnel

APPROVED:

12/ [redacted]

Date: 24 June 54

Dist:

- 0 & 1 - Addressee  
1 - Chrmn, CIA/CSB  
2 - AD/P  
1 - SA/CS

25X1

*Note for Record:*  
Orig & 1 cc only rec'd from AD/P.  
The orig cy was ret'd to AD/P - 6/24.  
[redacted] will locate & confirm other copies.  
copy made for [redacted]  
The 1 cc retained by DDC/